

Graduate School - Student Worker

The Graduate School has two positions open to provide administrative support to the Graduate School beginning immediately. To apply send a resume and cover letter to graduate.records@wku.edu.

Duties & Responsibilities

- Provides administrative support for the Graduate School including scanning, electronic filing, answering the phone, creating reports and public relations materials, website maintenance, etc.
- Maintains confidentiality in accordance with university policy
- Assists with various projects and other duties as assigned

Qualifications

- Proficiency using Microsoft Office Suite
- Excellent written and verbal communication skills with extreme attention to detail
- Exemplary interpersonal and organizational skills
- Ability to perform multiple tasks in a time-sensitive environment
- Experience with Adobe, website maintenance, and customer service preferred

Hours

- Flexible days/times (blocks of time preferred)